

# Cambridge

## International College

The leading Accredited International Distance-Training College - from Britain across the World!

**International Headquarters: College House, Leoville, Jersey JE3 2DB, Britain.**

Telefax: +44 (0)1534 485485 Email: [learn@cambridgetraining.com](mailto:learn@cambridgetraining.com) Website: [www.cambridgecollege.co.uk](http://www.cambridgecollege.co.uk)

## **TERMS AND CONDITIONS OF REGISTRATION** **for the DOUBLE AWARD of** **a CIC DIPLOMA and an EDI CERTIFICATE**

**You study in your country of residence; you do NOT come to the College premises in Britain You may enrol on ANY DAY or DATE of the year. (formerly ASET - see 'Accreditations' section)**

**By submitting a Registration Form you accept the following Terms & Conditions of Registration and agree to abide by all Rules and Regulations of: Cambridge International College of College House, Leoville, Jersey JE3 2DB, Britain.**

1. On the College's receipt of your Fee payment at the College in Jersey, Britain, you will be enrolled as a **Member of the College**. If you have given an **email address**, the relevant Module One will be **emailed** to you so you may commence CIC Studies & Training **at once**. You will also be rapidly sent by **registered airmail** post - **CIC Study & Training Materials** with full **Study & Training Instructions** on how you can learn and progress rapidly with CIC - **with all of which you agree to comply fully** - and which may also contain **Self-Assessment Tests** with **Recommended Answers**.
2. Your **Study & Training Period** will be **up to 12 months from your enrolment date** to complete Training on a single CIC Diploma Program, or 18 months for a CIC Honours/Advanced Diploma Programme or 24 months for a BA Programme, without additional Fee. However, you will be permitted to complete in a **shorter period of time** if you study sufficiently and produce **satisfactory** Final Examination Work.
3. During the **Study & Training Period** you may be set a **Mid-Training Test** and an **End-of-Training Test**. You will have the **OPTION** of whether or not to submit your Work for either Test or both Tests for **marking and assessment by qualified CIC Tutors** in Britain, and receiving any additional guidance, assistance and instruction from the Tutors on your Work. If you choose to submit your Work, there is an additional **'Tutorial Charge'** for each Test\*.
4. You will be entitled to sit the **Examination(s)** (included in the Study & Training Fee) under approved Invigilation/Supervision\*\* in your own area for the relevant Study & Training undertaken. On passing the Diploma Examination or Honours (Advanced) Diploma Examinations or BA Examinations, you will be awarded the **CIC International Diploma(s) or Honours/Advanced Diploma or BA award, AND the EDI Certificate**.
5. As soon as you are registered you will be permitted to visit the College's special **Member Services Website** to see **Examination Results, Transcripts, CIC Newsletters & Literature, FREE Study Modules, study & training information**, your **Membership Details** and much more at: [www.cambridgeinternationalcollege.co.uk](http://www.cambridgeinternationalcollege.co.uk)

\* The **'Tutorial Charge'** is £35 for **each set** of Test Work **you actually submit**. You do **NOT** have to pay any more than the Fees stated on the Enrolment Form if you do **NOT** use the **optional** Tutorial Service. You may pay the Tutorial Charge in advance on enrolment, OR wait until you have answered a Test to decide whether you want or need to submit the Work (and pay) for marking and assessment.

\*\* **'Approved Invigilation'** means you will sit your Final Examination(s) **under 'true examination conditions' supervised by an 'Invigilator' (or 'Proctor') appointed by the College** - in your local area, wherever you are resident at the time you are ready to sit the Examination(s). Arrangements for you to sit your Final Examination(s) under Approved Invigilation/Supervision **in your local area** can **only be made**: (1) once you are an enrolled Member of the College; and (2) when you have made sufficient progress in your Studies and Training. Arrangements **cannot** be made before your enrolment.

\*\*\* CIC makes all arrangements for the award of the EDI Certificate; despatch which will be by registered airmail post approximately four weeks after the CIC Diploma or Honours Diploma or BA has been despatched.

**PLEASE ATTACH, IF AVAILABLE, TWO PASSPORT-SIZE COLOUR PHOTOGRAPHS. THEY ARE NOT, HOWEVER, ESSENTIAL, AND NEED NOT DELAY THE COMMENCEMENT OF YOUR CIC STUDY & TRAINING.**

# REGISTRATION FORM FOR STUDY & TRAINING WITH CAMBRIDGE INTERNATIONAL COLLEGE

## for the **DOUBLE AWARD** of **CIC DIPLOMAS** and **EDI CERTIFICATES**

College House, Leoville, Jersey JE3 2DB, Britain. Tel/fax: +44 (0)1534 485485. Email: learn@cambridgetraining.com

All enrolments are accepted on the terms and conditions stated (on page 1)

Please register me as a Member of the College for the Study & Training which I have ticked, leading to the double award of a CIC Diploma, Honours/Advanced Diploma, BA and an EDI Certificate:

### CIC CAREER DEVELOPMENT DIPLOMAS AND EDI CERTIFICATES

- |   |   |
|---|---|
| <input type="checkbox"/> Accounting & Finance in Business & Management                      | <input type="checkbox"/> Human Resource/Personnel Management        |
| <input type="checkbox"/> Administrative/Personal Assistant/Secretarial Duties               | <input type="checkbox"/> Insurance - Principles & Practice          |
| <input type="checkbox"/> Advertising & Public Relations                                     | <input type="checkbox"/> Modern Management & Administration         |
| <input type="checkbox"/> Business Bookkeeping & Accounts                                    | <input type="checkbox"/> Office Management & Administration         |
| <input type="checkbox"/> Business Economics & Commerce                                      | <input type="checkbox"/> Professional Business Bookkeeping          |
| <input type="checkbox"/> Business English & Letter Writing                                  | <input type="checkbox"/> Professional English (Everyday & Business) |
| <input type="checkbox"/> Business Management & Administration                               | <input type="checkbox"/> Project Management                         |
| <input type="checkbox"/> Communication in Business & Management                             | <input type="checkbox"/> Purchasing & Resourcing Management         |
| <input type="checkbox"/> Computers & IT in Business & Management                            | <input type="checkbox"/> Sales Management & Marketing               |
| <input type="checkbox"/> Cost Accounting  | <input type="checkbox"/> Stores Management & Stock Control          |
| <input type="checkbox"/> Hotel Operations & Management                                      | <input type="checkbox"/> Tourism & Travel Agency Management         |
| <input type="checkbox"/> Advanced Study of Theory & Practice of Management & Administration |   |

**FEE FOR DOUBLE AWARD OF A CIC DIPLOMA AND EDI CERTIFICATE:** £225 or US\$480

### CIC HONOURS GROUP - ADVANCED - DIPLOMAS AND EDI CERTIFICATES

- |   |  |
|---|--|
| <input type="checkbox"/> Management & Administration      | <input type="checkbox"/> Business Administration       |
| <input type="checkbox"/> Sales & Marketing Administration | <input type="checkbox"/> Human Resource Administration |
| <input type="checkbox"/> Business Accounting & Finance    | <input type="checkbox"/> Hospitality Management        |
| <input type="checkbox"/> Administrative Management        | <input type="checkbox"/> Materials Management          |
| <input type="checkbox"/> Executive Assistance             |  |

**FEE FOR DOUBLE AWARD OF CIC DIPLOMA AND EDI CERTIFICATE:** £760 or US\$1,480

### CIC BA - BUSINESS ADMINISTRATION (BACCALAUREATE) - AWARDS AND EDI CERTIFICATES

- Specialisation in:
- |   |  |
|---|--|
| <input type="checkbox"/> Commerce & Administration (BCom)           | <input type="checkbox"/> Business Administration (BBA)     |
| <input type="checkbox"/> Financial Administration (BFA)             | <input type="checkbox"/> English & Administration (BA Eng) |
| <input type="checkbox"/> Human Resource Administration (BHA)        | <input type="checkbox"/> Hospitality Administration (BSA)  |
| <input type="checkbox"/> Materials & Logistics Administration (BLA) | <input type="checkbox"/> Marketing Administration (BMA)    |
|   | <input type="checkbox"/> Project Administration (BPA)      |

**FEE FOR DOUBLE AWARD OF CIC BA AND EDI CERTIFICATE:** £1270 or US\$2,695

I enclose the sum of \_\_\_\_\_ being the FULL cost of the Study & Training

(Fee amounts stated **INCLUDE** despatch of Materials and Examination(s) by **registered airmail post**)

Payment is in the form of:  currency notes;  cheque;  bank draft/IMO;  bank transfer (attach bank receipt);

British Postal Orders;  Western Union 10-digit money transfer control no: \_\_\_\_\_;

MoneyGram 8-digit transfer reference no: \_\_\_\_\_;

**My particulars are** (please write **clearly** in **capital letters** - with your surname or family name **last**):-

**FULL NAME:** Mr/Mrs/Miss/Ms \_\_\_\_\_  
(write or type your full name **exactly** as you wish it to appear on your ASET Certificate and CIC Diploma)

**FULL ADDRESS:** \_\_\_\_\_  
(write or type the **full** and **exact** address to which we should send your Study & Training Materials)

Email address (if available): \_\_\_\_\_

Have you studied the subject(s) before? If so, give details: \_\_\_\_\_

Practical experience of the subject(s), if any: \_\_\_\_\_

Present employment/post held: \_\_\_\_\_ Special needs, if any: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Date of birth: \_\_\_\_\_

## **ENROLLING AS A MEMBER FOR CIC STUDY & TRAINING**

Complete the **Registration Form** fully and in **CAPITAL LETTERS**. Then post it (or fax or scan and email it) **WITH** your Fee payment by **registered airmail post** to the College at:

**College House, Leoville, Jersey JE3 2DB, Britain**  
**OR**

you may **send your enrolment details on-line** through our website:  
[www.cambridgecollege.co.uk](http://www.cambridgecollege.co.uk)

**YOU MAY SEND YOUR PAYMENT** by whichever of these ways you find easiest:-

**CURRENCY NOTES:** we accept United States Dollars (**US\$**) and British Pounds (**£**)

A "crossed" **BANK DRAFT** or **INTERNATIONAL MONEY ORDER** payable to Cambridge International College can be purchased from a bank in US Dollars or British Pounds. Collect the draft/IMO from the bank and send it to the College **yourself**; the bank will NOT send it to the College. A draft/IMO in **US Dollars** must be drawn on a bank in **New York**; a draft/IMO in **British Pounds** must be drawn on a bank in **London**.

**By BANK TRANSFER** direct to one of our 'receive only' Bank Accounts:  
**Account Name: Services to Management (for Cambridge International College)**  
**Bank: HSBC Bank plc, Jersey St Helier Branch, Britain**

**for transfers in British Pounds (£) send to:** Account Number: 32144670  
Sort Code: 402534, SWIFT/BIC Code: MIDLGB22, IBAN: GB35 MIDL 4025 3432 1446 70

**for transfers in US Dollars (US\$) send to:** Account Number: 68294583  
Sort Code: 400515, Swift/BIC Code: MIDLGB22, IBAN: GB59 MIDL 4005 1568 2945 83

**for transfers in Euros (E) send to:** Account Number: 68343364  
Sort Code: 400515, Swift/BIC Code: MIDLGB22, IBAN: GB38 MIDL 4005 1568 3433 64

Post, or fax, or scan and email your Enrolment Form to the College in Britain **with the bank receipt**. We can "credit" you **only** with the sum actually **received**, so ensure you pay **all** charges at your end and **add £15** or **US\$30** or **E20** to the Fee amount for incidental charges.

**A WESTERN UNION AGENT** in your country can send your payment in British Pounds OR US Dollars to CIC on your behalf; you can pay to the Western Union Agent in **your 'local' currency**. You can transfer your payment through Western Union:-

**either** by '**Quick Pay**' service to Account Name: **Services to Management**

**transfers in British Pounds (£):** Code City SMCOLLEGE,UK Account No AUK040697

**transfers in US Dollars (US\$):** Code City STOM,UI Account No AUI000187

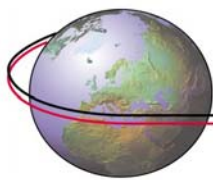
**OR** by '**Will Call**' service to **David Stephen LAWSON** at **Jersey, U.K.** In either case, mail or fax or scan and email your Enrolment Form **with the Western Union receipt** to CIC in **Jersey, Britain**, stating clearly the **10-digit Money Transfer Control Number**.

**A MONEYGRAM AGENT** in your country can transfer your Fee addressed to **David Simon LAWSON** at **Jersey, U.K.** Mail or fax or scan and email your Enrolment Form **with the MoneyGram receipt** to CIC in **Jersey, Britain**; stating clearly the **8-digit MoneyGram Reference Number**.

**BRITISH POSTAL ORDERS** These may be purchased from British Post Offices.

**CHEQUES** Please avoid using "personal" cheques wherever possible, as despatches of Study & Training Materials will be delayed by at least 4 weeks when fee payment is made by personal cheque.

**RELATIVES/FRIENDS IN BRITAIN, USA:** Send them your completed Enrolment Form to forward to the College in Jersey, Britain, **with** the Fee for your Training.



# Cambridge

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### **CIC ACCREDITATION AND APPROVAL BY EDI - AND YOUR OPPORTUNITY TO GAIN AN EDI CERTIFICATE AND CIC DIPLOMA**

Cambridge International College is recognised worldwide as an **accredited British College**. One of the British Accreditation Bodies which accredits CIC and CIC Diploma qualifications is **EDI**.

By enrolling for this special Program you may be awarded BOTH a **Cambridge International College Diploma** AND an **EDI Certificate**; the application form is on page 1.



### **EDI ACCREDITATION OF CIC**

**Cambridge International College Diplomas and Awards are accredited and endorsed by EDI.** They are equated to the **British Qualifications Framework** at the same learning level as HND and undergraduate study and National Vocational Qualification (NVQ) Levels 4 and 5 as appropriate. These Levels are for professional development.

Cambridge International College is approved by EDI to deliver awards and meets quality standards for learning providers. These include quality standards for staffing, resources, assessment and the College's quality assurance processes.

### **EDI AND THE BRITISH GOVERNMENT**

- ★ **EDI is a regulated UK Awarding Body, recognised by the British Government Department for Education and Skills (DES) and the Qualifications and Curriculum Authority (QCA).**
- ★ EDI accredits vocational learning providers in the UK. EDI specializes in providing and quality assuring vocational learning programmes. EDI is accredited and regulated by the Qualifications and Curriculum Authority (QCA) to provide awards to the British Qualifications Framework.

### **WHAT IS AN EDI CERTIFICATE ?**

An EDI Certificate is an official certificate bearing details of both CIC and EDI, confirming that the holder has been awarded a Cambridge International College Diploma or Award which is accredited by EDI at the appropriate level. It is also a confirmation that:

- Cambridge International College is an accredited British College fully meeting quality standards including those for learning provision, staffing, resources, assessment and quality assurance.
- EDI is a regulated UK Awarding Body recognised by the Department for Education & Skills and by the Qualifications and Curriculum Authority in Britain.

An EDI Certificate will afford **positive proof** to existing and prospective employers, sponsors, scholarship and bursary organizations, higher education establishments (e.g. universities), government departments and ministries, immigration authorities, and other interested parties, that you have **studied with an accredited British College** and have reached a **recognised standard and equivalence**.

### **ACHIEVING THE JOINT AWARD OF A CIC DIPLOMA AND AN EDI CERTIFICATE**

- ★ On successful completion of Study & Training for the DOUBLE award of a CIC Diploma and an EDI Certificate, you will be awarded the appropriate Cambridge International College Diploma AND the EDI Certificate (EDI Certificates may take 3 weeks longer to arrive). **ONLY CIC** can arrange for the award of the relevant EDI certificate for the CIC Diploma completed.